

TechAtlas—Adding Branches

Log into TechAtlas

Click on the “Inventory” tab

TechAtlas for Libraries

Missouri State Library
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Library Locations Networks Computers Software Peripherals Internet Telecomm Subscriptions

Inventory

Follow the links below to keep track of your library's technology assets. If you have trouble with any of the terminology on these pages, look to our [Tech Terms](#) glossary.

Library Locations	Configure inventory groupings for your library branches and buildings.
Inventory	Last Updated
Inventory Networks	Not yet started
Computers and Software	3/19/2009 (May need to be updated)
Software Licenses	Not yet started
Printers and Other Peripherals	Not yet started
Internet and E-mail Systems	Not yet started
Telecomm	Not yet started
Subscriptions	Not yet started
Review and Manage	
Network Notebook	Downloadable network notebook

Select Library Locations

Select “Edit” to change a branch name or remove a branch.

Select “Add a New Library Location” to add any new branches

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Inventory Library Locations

If your library system has more than one branch, you may want to group your TechAtlas inventory by **Library Locations** (one for each branch).

You'll notice that an asterisk (*) appears after the name of one of the libraries. This will be the default location that the results from your inventory will upload to. We recommend keeping the Primary Location name and then adding in other branches(locations) as needed and then using the Organize Computers function on the Computer Inventory screen to sort computers into the correct branch.

Library Locations	Description	NCES Id	Action
Primary Location*			Edit
Wolfner Library	Library for the Blind and Physically Handicapped		Edit

[Add A New Library Location](#)

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WebJunction

When “Edit” is selected, edits can be made to the branch record.

Be sure to select the “Save” button to lock in the changes.

To remove a branch, select the “Delete” button

If no changes were made, you can either select the “Save” button or the blue “Return without saving” link

TechAtlas for Libraries

Missouri

Edit Library Location

Use this page to create or update a Location with an optional text description.

* Library Location

Description

NCES ID - [Lookup Library NCES ID](#)

Sort Order

[Save](#) [Delete](#)

[Return without Saving](#)

Selecting the “Add a New Library Location” button, will bring up a blank record so new branches or locations can be added.

Click “Save” to add the branch location to the library system’s list.

TechAtlas for Libraries

Edit Library Location

Use this page to create or update a Location with an optional text description.

* Library Location	<input type="text"/>
Description	<div><div></div><div></div></div>
NCES ID	<input type="text"/> - <input type="text"/> Lookup Library NCES ID
Sort Order	<input type="text"/>
<div><div>Save</div><div>Delete</div></div>	
Return without Saving	